



# Capitol Preservation Board

## FISCAL YEAR 2017 ACTIVITY OVERVIEW

### EXECUTIVE SUMMARY

The Capitol Preservation Board (CPB) Office staff has worked extremely hard with servicing the needs of government and public entities. The Capitol Hill Complex continues to be extremely busy with the business and activities associated with the stewardship of the Capitol Hill Complex, administration of the budget, management of visitor services and inventory/exhibits program.

### ADMINISTRATION

#### Capitol Preservation Board Budget

- The CPB budget responsibility for authorized dedicated credits for FY17 was \$408,800.00
- Revenue collected FY17 totaled \$629,193.01 exceeding the authorized dedicated credit by 53.91%
  - Second fiscal year CPB will not be utilizing retained earnings to balance the budget
  - FY17 CPB added \$109,748.47 to retained earnings

#### Dedicated Credits

FY15	\$548,803.30
FY16	\$566,024.15
FY17	\$629,193.01

- Locker Rental
  - Manage Capitol Hill Fitness Center locker rooms and annual rental of lockers
  - There are 78 men's lockers available for use and 70 were under contract
  - There are 42 women's lockers available for use and 33 were under contract
  - Combined, this is a 86% total occupancy rate
- Tenant Meeting
  - FY17 meetings were held September 8, 2016 & May 3, 2017
  - Held to understand Capitol Hill tenant needs, Centennial Celebration details, maintain open communication, create partnerships and communicate business effectively
  - Discuss the re-issuing of parking passes, exhibits available to view in the Capitol building, scheduling, security and active shooter information, events, tours, dining services, building issues, improvement projects, and recycling
- Access Badges
  - FY17- 894 ID/Access badges processed
  - FY16- 771 ID/Access badges processed

### STEWARDSHIP MANAGEMENT

Stewardship of the Capitol Hill Complex includes the responsibility for the overall operation and careful management of the Capitol Hill Complex building and grounds. CPB Staff oversee all interior building projects, as well as the servicing of Capitol Hill tenants' needs, and exterior grounds projects.

#### Operation Maintenance (O&M) and Improvement Projects

- Oversee and coordinate O&M needs for the Capitol Hill Complex
  - Board holds \$3.8 million dollar contract with DFCM
- Oversee and coordinate Improvement Projects in partnership with DFCM daily operations
  - 11 major projects occurring simultaneously on the Capitol Hill Complex
    - Senate Chamber/Caucus: audio technology upgrade
    - House Chamber technology upgrade: scope development
    - Capitol Hill Complex camera project completion
    - Committee Rooms: technology upgrades
    - Mormon Battalion restoration
    - LED Lighting upgrade
    - Capitol Hill Association: expansion space
      - American Legions and UHP space move and remodel
    - Capitol Hill Complex: building snow guard placement
    - State Office Building: wasteline upgrade
    - East entrance traffic and garage access concrete and widening project
    - Travel Council and DUP: restroom development and upgrade

#### Event and Session Related Upkeep and Repairs

- All event equipment was repaired in house, saving great cost on replacement and maintenance

#### Recycling

- 100 recycling bins at 83 locations accepting plastic, paper, and aluminum
- 1,155 bins recycled in FY17 totaling 9,882 cubic feet, an 8% increase from FY16

### CAPITOL EVENT AND SCHEDULING

The Events and Scheduling Program managed by CPB scheduled over 4,500 events in 28 spaces inside the Capitol Hill Complex. CPB requires all reservation requests to be submitted in writing. The scheduling team rarely sees fewer than 100 incoming emails per week and at peak times, 100 incoming emails per day.

- FY17 event space rental increased as Capitol Hill hosted
  - 56 weddings, 16 high school dances, and 18 additional large events
  - 40% increase in wedding spaces booked
- Scheduling team carried out 147 walkthroughs
  - 20% increase from FY16
  - 58% increase from FY15
- FY17 assisted with 215 Free Speech events
  - Two rallies in January 2017 were the largest recorded in Utah State Capitol History with an estimated 5,000+ attendees
- Custom setups
  - 86% of Auditorium events
  - 62% of Rotunda events
  - 26% of all meetings and events

<b>Capitol Preservation Board Room Scheduling FY2017</b>					
Room	07/01/2016 - 09/30/2016	10/01/2016 - 12/31/2016	01/01/2017 - 03/31/2017	04/01/2017 - 06/30/2017	Year Total
Aspen Room	21	33	77	24	155
Beehive Room	20	23	63	21	127
Board Room	46	60	104	49	259
Centennial Room	66	93	101	24	284
Committee Room 250	6	7	2	5	20
Copper Room	33	39	84	41	197
CPB Conference Room	38	8	12	10	68
Elk Room	6	9	55	6	76
Hall of Governors	11	18	25	28	82
Kletting Room	21	34	62	16	133
Gold Room	11	28	43	24	106
Lawn Areas	18	1	3	11	33
Olmsted Room	27	39	71	23	160
Plazas	7	0	2	4	13
Presentation Room	6	13	62	11	92
Room 105	22	15	57	2	96
Room 170	25	18	60	21	124
Room 210	8	13	70	14	105
Rotunda	53	59	96	62	270
Seagull Room	11	17	49	13	90
South Steps	27	20	14	25	86
State Room	0	0	4	0	4
White Chapel	7	6	5	7	25
SOB Auditorium	37	42	46	51	176
SOB Room 1112	73	54	58	56	241
SOB Room B110	36	28	44	38	146
Legislative Events	65	75	584	111	835
Canceled Events	98	116	227	72	513
Totals	799	868	2080	769	4516

## VISITOR SERVICES

An estimated 200,000+ people visit the Capitol building each year—for business, events, photography, and tourism. The CPB Visitors Center hosts approximately 55,000 visitors on guided tours. The tours have a seasonal cycle, with numbers peaking during Legislative Session.

- FY17 Visitor Services scheduled
  - 1,738 Capitol tours - 36% increase from FY16
  - Guided tours for approximately 58,000 visitors - 56% growth
  - Please note 18,000 students attended Centennial Celebration Open House week
  - Citizens of Utah made up 82% of guided tours, with 28 of 29 counties represented (all except for San Juan in the southeast corner of Utah)
  - Over 1,200 walk-in tours were provided
- 2017 Legislative Session
  - 103 schools received formal floor recognitions by their legislators – 50 in the House and 53 in the Senate
  - Meet-and-Greets
    - 306 touring groups set up by our House and Senate Tour Liaisons – 184 with Representatives and 122 with Senators
    - This is a 15% increase in meet-and-greets from the 2016 Legislative Session, which had a 41% increase from the 2015 Legislative Session, and a 65% increase from 2014

## INVENTORY AND COLLECTIONS MANAGEMENT PROGRAM

The Capitol Preservation Board is to preserve the historic artifacts, artwork, furniture, and other objects of value, including the coordinating any conservation or repair. CPB handles this along with curating exhibits—from concept to research, through to installation; coordinating loans of artwork with state agencies, museums, and private lenders; hanging artwork and coordinating furniture relocations; and adding needed plaques or signage.

### Centennial

Organized object loans, created special week-long and gala-only evening exhibits, coordinated time capsule conservation assistance

### Exhibits

- Commemorating a Century, A Centennial Celebration of the Utah State Capitol Building 1916-2016
  - Panels - 38 developed, written and displayed by CPB
  - Guest books – 7 visitor guests books signed, 10,565 signatures from 20 counties, 72 Utah cities, 49 states, and 84 countries
  - Exhibit relocated to lower level Member's Corridor and panel PDFs were added to website
- 14 additional exhibits were added for the Open House week and evening gala from 10 lenders

### Time Capsule

- A conservator was hired to advise on 100-year old object handling and assist the Governor and Capitol Preservation Board members at the opening
- Contents were displayed through legislative session and will be on view each session thereafter, rotating contents on view every three years for preservation purposes

### Daily Operations-Inventory & Collections FY17

- Records-inventory and collections database
  - FY16 9,203
  - FY17 9,249

- 42 artifacts and 1 artwork were added to the Capitol Collection, including the accession of an original copy of the 1916 Capitol Dedication program and a 45-star U.S. flag
- Works on loan from museums and private lenders
  - FY16 272
  - FY17 298
- Additional loans
  - Centennial exhibits: 34 (memorabilia, artifacts historic cars)
  - 2017 Session Exhibit loans: 84 (maps, paintings and student artwork)
- Loans returned: 91

#### Exhibits

Custom Session exhibits- Utah Drawn, An Exhibition of Rare Maps, This Land (landscape paintings), Utah State Senate Visual Arts Scholarship Competition, Time Capsule Contents

#### Care and Conservation

- Rotunda niche sculptures professionally maintained
- Utah Law Enforcement Memorial waxed and maintained
- Hall of Governors portrait frames conserved
- 445 items were hung

### CAPITOL PRESERVATION BOARD STAFF

The Capitol Preservation Board staff is committed to public service and dedicated to the Board's mission and direction that oversees the Capitol Hill Complex for the People of Utah.

Allyson Gamble – Executive Director

Dana Jones – Operations Manager

Stephanie Angelides – Inventory/Collections Manager

Breanna Blood – Event & Scheduling Manager

Morris Clendenen – Event Set-up Manager

Zach Ericksen – Event Set-up Assistant Manager

Stephanie Hamilton – Event & Scheduling Assistant

Rachel Parkinson – Visitor Services Coordinator